

COUNTY OF YORK



COUNTY ADMINISTRATOR
Daniel M. Stuck

VIRGINIA

BOARD OF SUPERVISORS

Walter C. Zaremba

District 1

Sheila S. Noll

District 2

Albert R. Meadows

District 3

James W. Funk

District 4

Jere M. Mills

District 5

November 2, 1999

Danny L. Carroll, Executive Director
Peninsula Metropolitan YMCA
1322 LaSalle Avenue
Hampton, Virginia 23669

Dear Mr. Carroll:

As you know, York County is currently reviewing the proposal submitted by the Peninsula Metropolitan YMCA for the establishment of a facility on publicly owned property on Rt. 134. In addition to use of the land, the Y has also requested a significant financial contribution in support of this project. We have identified a number of areas in the proposal for a Victory YMCA that require either clarification or additional information. You will find an outline delineating those items attached. Please return the requested information to my office within 30 days. With the exception of the conceptual site plan and the rendering of the building, items must be in writing. Please number and date the pages of your written materials.

We will discuss these issues with you at a meeting scheduled for 8:45 am on November 3, 1999. If you have subsequent questions, please feel free to call me or contact A.B. Smith at 890-3880.

Sincerely,

Daniel M. Stuck, County Administrator

ABS/

PC: Review Team Members

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York County Community Center
Victory YMCA Proposal
Confirmation of Details of Proposal and Additional Information Required
November 3, 1999

I. Clear statement of the facility

Explanation of the site, exterior and interior, space allocation, and construction details

- A. Conceptual site plan**
- B. Building rendering**
 - 1. description of exterior materials and finishes
 - 2. demonstrate design compatibility with the York County Library
 - 3. signage must be identical with the Library
- C. Floor plan** – larger scale, detailed and with room dimensions
 - 1. modify to reflect climbing wall and 8 lane pool as indicated in text of proposal
 - 2. total square footage
 - 3. square footage allocated for each interior activity space i.e. pool, gymnasium, exercise rooms, meeting rooms, locker rooms, offices, etc.
 - 4. identify square footage allocated for outside concessionaires, sub-contractors, etc. and define purposes

II. Financial Information

- A. Construction costs**
 - 1. provide cost estimates
 - 2. show furnishings and equipment costs
- B. Provide a detailed fund raising plan**
 - 1. fiscal targets
 - 2. donor targets
 - 3. time line
- C. Debt Service**
 - 1. detail costs to be financed
 - 3. explain the discrepancy in the debt service carrying capacity appearing in the pro forma budget in the written proposal
- D. Revenues/Expenditures**
 - 1. provide a complete description of the hospital/rented space
 - a. identify the hospital and define the relationship with the YMCA
 - b. provide letter of intent
 - 2. provide a revised financial pro-forma that includes or corrects as needed
 - a. methodology for the membership
 - b. expenditure/revenue projections
 - c. description of the manner in which the project will be financed
 - 3. letters of intent from any concessionaires or sub-contractors that will be renting space in the building for the purposes of operating any programs
 - a. include rental/leasing fees and terms of agreements for the provision of services

III. Membership information

- A. Schedule of membership fees
- B. Confirmation of services included in basic membership
- C. Identify which services at what charges for those not included in the basic membership

IV. Benefits to York residents

Provide a detail listing of those benefits, fiscal or programmatic that constitute sufficient justification for the investment of York County public resources in this project.

Examples of benefits include but are not limited to:

- Reduction in membership fees
- Waiver of initiation fees
- Set-aside time of pool use for York public school swim teams at no additional charges